Assistant Director of Academic Affairs (full-time, 35 hours/week)
Columbus School of Law/Academic Affairs
Position 101712

Position Summary: The Office of Academic Affairs is responsible for directing, managing, and administering all aspects of the academic program of the Columbus School of Law. This position will assist the Assistant Dean for Student Affairs and Dean of Students in designing and implementing all aspects of the academic support and bar admissions functions within the Office of Academic Affairs.

Essential Responsibilities Include: Implement and manage the law school’s bar examination preparation efforts. Implement and manage the law school’s academic support efforts. Supervise preparation of bar certifications, review and sign bar certifications on behalf of the school. Advise law students, both in groups and individually, on academic and bar admissions matters. Maintain records on, analyze, and produce requested reports on bar examination results. Maintain current information on the bar admission requirements and bar examination requirements in all relevant jurisdictions. Support the Associate Dean for Academic Affairs, the Registrar, and the Assistant Dean for Student Affairs and Dean of Students as requested.

Minimum Qualifications: A Juris Doctor Degree, and passage of one or more bar examinations.

How to apply: forward application, resume, cover letter and salary requirements (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 101712 in subject line of email. Applications close on 9/2/16. Please do not include photos on resumes and save documents with first/last names.

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